

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

OFFSET PRESS SUPERVISOR

DEFINITION:

Under direction, to supervise and participate in a wide variety of printing reproduction and bindery work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and coordinates the day-to-day activities of the Lithographics Laboratory and participates and monitors a wide variety of production functions such as offset reproduction, bindery work, blue line and quick print reproduction;
- Purchases supplies and materials, and solicits quotations for outside printing jobs;
- Determines and directs operators in printing techniques accordingly;
- Assists offset press, lithograph and bindery personnel in resolving equipment set-up, operation or product quality problems;
- Inspects work for quality control purposes;
- Directs operators in printing techniques;
- Orders supplies;
- Maintains records related to operations;
- Operates a wide variety of printing and bindery equipment as needed;
- Selects, assigns, trains and rates the work performance of subordinates;
- May act for the Print Shop Supervisor in the latter's absence;
- Resolves customer relations problems;
- Ensures safe working conditions and operating procedures.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of experience operating a 10" X 15" or larger offset printing press to reproduce jobs that include halftones and/or multi-color work.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.